



June 14, 2013

Dear Parents and Guardians of <<SCHOOL NAME>> Afterschool Students:

This letter contains important information about the afterschool program for next school year at your school. Enrollment for afterschool programs will take place during the Afterschool Enrollment Fair from **Wednesday, August 14 through Friday, August 30**. Because there are limited afterschool seats, we encourage families to enroll early. **We can only guarantee seats to families that enroll prior to the first day of programming. Families may still apply after the first day. However, a seat in the program is not guaranteed.**

AFTERSCHOOL ENROLLMENT FAIR

The Afterschool Enrollment Fair will be held at the **Logan School Annex** during the times shown on the calendar below. **Afterschool enrollment will NOT take place at your child's school.** Families must go to the centralized Fair to enroll in afterschool before their child may participate in the program.

| August 2013 | | | | | |
|-----------------|-----------------|----------------|-----------------|-----------------|-----------------|
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| August 12 | August 13 | August 14 | August 15 | August 16 | August 17 |
| NO REGISTRATION | NO REGISTRATION | 8 am - 5:30 pm | 8 am - 5:30 pm | 8 am - 5:30 pm | 10 am – 3 pm |
| August 19 | August 20 | August 21 | August 22 | August 23 | August 24 |
| 8 am - 5:30 pm | 8 am - 5:30 pm | 11 am - 7 pm | NO REGISTRATION | NO REGISTRATION | 10 am – 3 pm |
| August 26 | August 27 | August 28 | August 29 | August 30 | August 31 |
| 8 am - 5:30 pm | 8 am - 5:30 pm | 8 am - 5:30 pm | 8 am - 5:30 pm | 8 am - 5:30 pm | NO REGISTRATION |

Families who do not enroll during the Afterschool Enrollment Fair must schedule an appointment to enroll in afterschool at the DCPS Central Office (1200 1st St. NE) during regular business hours by using the contact information listed in the *How to Schedule an Appointment* section of this letter.

GETTING TO LOGAN ANNEX

Logan Annex is located at 215 G St. NE Washington, DC 20002 at the corner of G St. and 2nd St. NE. The Afterschool Enrollment Fair will be housed in Logan Annex, not the regular school building. Logan Annex is located in the Logan School parking lot, which can be entered from 2nd St. NE. The school is 2 blocks from Union Station (Red line). It is also within 3 blocks of bus stops for the following routes: DCN22, 96, 97, 922, D3, D6, D8, X1, X2, and X8. A limited number of parking spaces are available in the parking lot.

HOW TO SCHEDULE AN APPOINTMENT

We encourage all families to make an appointment to enroll at the Enrollment Fair. Enrollment will take approximately 30 minutes *with* an appointment. Those who do not make an appointment (walk-ins) may experience a significant additional wait time. To schedule an appointment:

- **Go online:** dcps.dc.gov/DCPS/afterschool
- **If you have technical difficulties, please call:** 202.442.5002

COST OF PROGRAM

The standard cost for the afterschool program at your school is \$10 per day for the first participating child in a family. The second child costs \$7.40 per day, and all additional children in a family may participate for free.

Families who wish to apply for a TANF subsidy to participate for free or at a reduced cost must bring additional documentation when enrolling in afterschool. If you are applying for a subsidized copayment rate, you must bring proof of the following:

- Parent/guardian relationship to the student (*Example*: child's birth certificate);
- Household income for all parents/guardians (*Example*: 3 consecutive paystubs); and
- D. C. residency (*Example*: gas or water bill dated within last 30 days).

If you already receive TANF benefits, documentation of active TANF status dated within the last 30 days, which includes the child's name listed, meets all three of these documentation requirements. *For a complete list of acceptable subsidy documents, please see Attachment A.*

Copayment for the month of September and any remaining copay balance from SY2012–13 is due at the time of enrollment and before your child may participate in the program. Your balance may be paid using Visa, MasterCard, check, or money order.

OTHER PROGRAM DETAILS

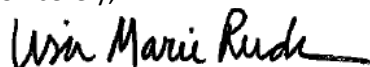
The afterschool program will start at dismissal and run until 6:00 p.m. each full school day. <<SCHOOL NAME>>'s proposed afterschool start date is <<DATE>>. While some schools will begin programming on the first day of school, some schools' afterschool program will start on September 3rd (the Tuesday after Labor Day). Please see the DCPS website for other school's start date (dcps.dc.gov/afterschool). **Please contact OSTP (202.442.5002) or your school's principal if you have concerns or feedback about your school's afterschool start date.**

The afterschool program will include a one-hour Academic Power Hour for all students. The remaining program time will be spent doing enrichment activities, focusing on arts, athletics, and community service. Supper will be provided to all students free of charge. **No child will be permitted to begin programming until they are fully enrolled and have received a certification of enrollment.**

* * *

Thank you for engaging your child in valuable learning time through afterschool programs. We look forward to seeing you at the Afterschool Enrollment Fair in August.

Sincerely,



Lisa Marie Ruda
Chief of Staff

Attachment A: 2013–2014 OSTP Afterschool Program: Required Afterschool Subsidy Documents

To apply for subsidized (reduced/free) afterschool copayment, documents must be provided to confirm:

- Parent/guardian relationship to the student;
- Household income; and
- D.C. residency.

Documentation of active *Temporary Assistance for Needy Families* (TANF) status may be provided as proof of relationship, income, and residency, but it must include children's names and must be within 30 days of application to program. In the event that you do not have this documentation or are not TANF eligible, **one** piece of documentation from each of the following three (3) lists must be provided.

Proof of Relationship:

One of the following methods may be used to demonstrate relationship to the student:

- Documentation of active TANF status which includes children's names (must be within 30 days of application)
- Active Automated Client Eligibility Determination System (ACEDS) printout (with the child's name listed, must be within 30 days of application)
- Department of Human Services Certificate of Birth (large format – must include parents' names)
- Department of Health Certificate of Live Birth (large format – must include parents' names)
- Verification of Guardianship: Adoption papers/Court documents
- Child and Family Services (CFS) verification of guardianship (within 30 days of application)
- Social Security Income Statement (with guardian and child's name)

Proof of Income:

Proof of income must be provided for each parent/guardian in the household. Families in which one parent/guardian does not work (no income) are *ineligible* for subsidy.

One of the following methods may be used to demonstrate income eligibility:

- Documentation of active TANF status which includes children's names (must be within 30 days of application)
- Active Automated Client Eligibility Determination System (ACEDS) printout (with the child's name listed, must be within 30 days of application)
- A letter from employer (Note: This is acceptable only if a new job, or employed as a domestic employee and does not receive pay statements. The letter must specify hours of work, salary, date, address and telephone number at which work is performed.)
- Original copies of (3) consecutive pay stubs for all parents/guardians in the household (must be within 30 days of application. Electronic paystub printouts are only acceptable when accompanied by a verification of employment letter.)
- If self-employed only, must supply the same documents used for income tax filings purposes. (One current bank statement, 30-day manifest, a copy of your most recent D-40 tax return and all schedules must be submitted.)
- Verification of Child Support (must be within 30 days of application)
- Copies of (3) Unemployment Benefits Statement (must be within 30 days of application)
- Social Security Income Statement (must be within 30 days of application)
- Supplemental Security Benefits Statement (must be within 30 days of application)

Proof of D.C. Residency:

One of the following methods may be used to verify District of Columbia residency:

- Documentation of active TANF, Medicaid, or Food Stamp status
- A current, official rent receipt (on company letterhead) (must be within 30 days of application)
- A current mortgage statement in parent/guardian's name (must be within 30 days of application)
- A new, recently signed lease or, mortgage or housing document that shows applicant's name and address no older than (30) days of signing the enrollment application
- A current utility or residential telephone bill (cellular phone bills are not acceptable and E-bills must be accompanied by (2) pieces of mail in the applicant's name)
- If living with a relative, parent/guardian must provide a notarized letter from the person with whom the parent/guardian lives and (2) pieces of current mail in the parent/guardian's name with the contents dated no older than (30) days, the letter must include applicant's name as well as the names of the applicant's children that reside in the home.